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Small

OL QUARTERLY CHECK LIST (#389)

1. Approved dates for the two days and the dryrun.

STAT 2. Reserve Auditorium [redacted] (Form 3646)

3. Confirm Auditorium date with the DDA's calender so he can present the Employee of the Quarter Awards.

4. Confirm dates with C/P&TS so the awards are ready.

5. Approved list of speakers and topics.

6. Fill out Form 70C requesting photographer.

7. Call EEO and request an interpreter for the deaf for the Auditorium quarterly.

8. Send admin. letters to the speakers for the dryrun.

9. Send out distribution for invitation with the agenda.

April 10. Get the list of employees of the quarter from P&TS.

April 11. Call the employees of the quarter and tell them to be a half and hour early and to sit up front.

12. Call Judy, FMD, to get message put on HQ video monitors.

STAT 13. Call Ruth [redacted] for 3 parking spaces in front of Auditorium for C/P&TS, AEO and interpreter. (make of car and liscence number).

14. Send personal copies of the photos to the employees of the quarter for fun.

15. Employees of the Quarter to be Item of Interest to the Staff Notes.

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